Oracle's Family Pack C Patches and CHRIS Custom Features and Fixes
November 25, 2002

Summary: Oracle's Family Pack C introduces several new features. There is a new and improved Workflow process. Users now have the opportunity to individually customize their Worklist to suit their specific work processes. Information can now be sorted and retrieved in a variety of different ways. Family Pack C also lays the groundwork that will be used to build the Self-Service functionality in CHRIS and allow CHRIS to be accessible on all desktops (more information about Self-Service will be provided over the upcoming months). A new EEO Complaints Tracking module is now available. This module allows agencies to manage the various complaints and grievances that are filed. Users are also able to set up and keep track of external employees and other individuals who are part of the complaint process (e.g., Administrative Law Judges, attorneys, witnesses, etc.). There is a new Retroactive Action process that minimizes the work that is involved in processing retroactive actions (like the wage grade pay adjustments that are occasionally made effective retroactively). Once these retroactive actions are processed, the user will receive a notice of subsequent actions that need to be reviewed and possibly corrected as a result of the retroactive action (rather than having to cancel and re-enter these actions).

Along with the implementation of Oracle's Family Pack C, the CHRIS Team has made a number of improvements to CHRIS that will make navigating throughout the application and using CHRIS much easier and more efficient. Several of the "Find" queries have been improved so that the data is retrieved much faster. Additional improvements in this area will be made in subsequent CHRIS enhancements.

We have put a link to the CHRIS User Guide on the CHRIS Home Page. Chapters are accessible in an Adobe Acrobat format. Chapters that are still being worked on are marked DRAFT. As new chapters are added or as chapters are revised, they will be put on the CHRIS Home page so that they will be easier for the users to access and review.

In order to enter and maintain applicant information more efficiently, we have created a new menu item called, "CHRIS Create Applicant" from the People Menu. This new feature allows users to enter and retrieve information about applicants much more efficiently. Extraneous information has been removed from this area to enable the users to focus only on applicant information.
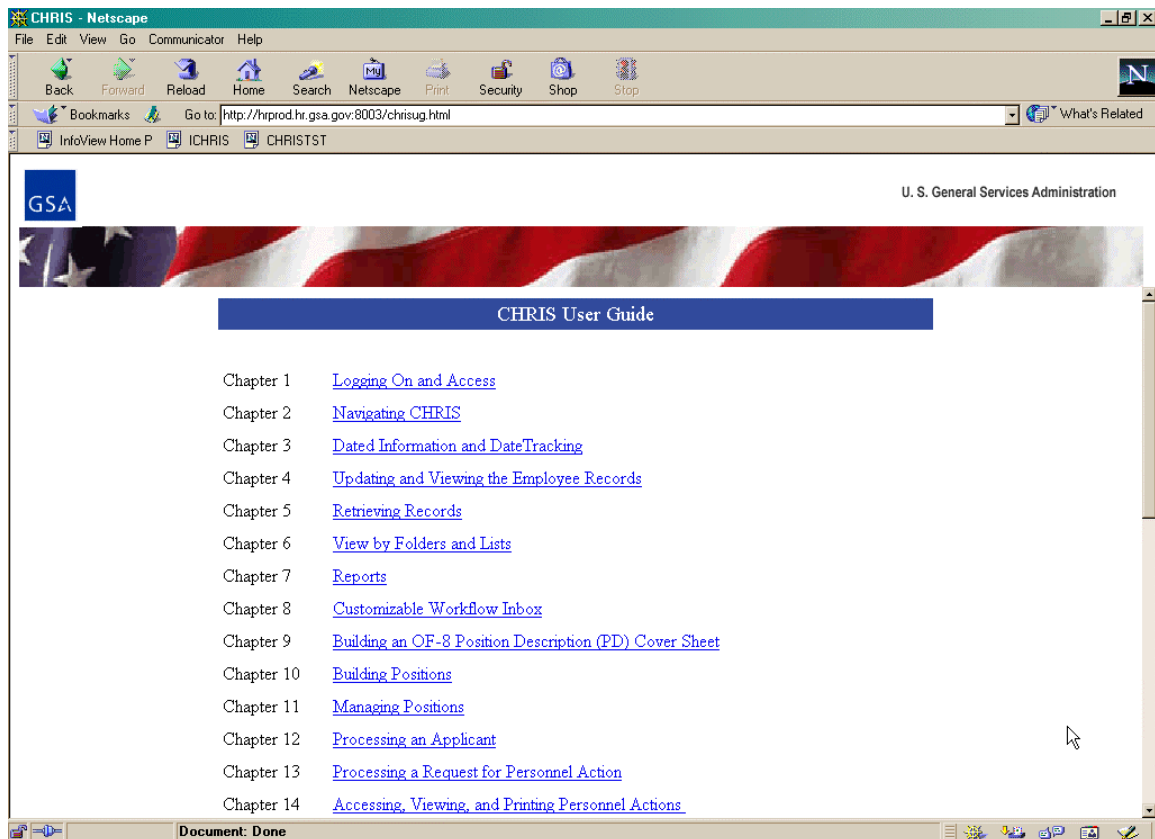
We have moved and/or eliminated several of the Taskflow buttons and the Tabs in some of the Windows to make it easier to navigate to the specific area of CHRIS without going through several unnecessary keystrokes.

The specific improvements are described below.

1. With the load of Family Pack C you will notice a change to your logon screen (http://hrprod.hr.gsa.gov:8003/).
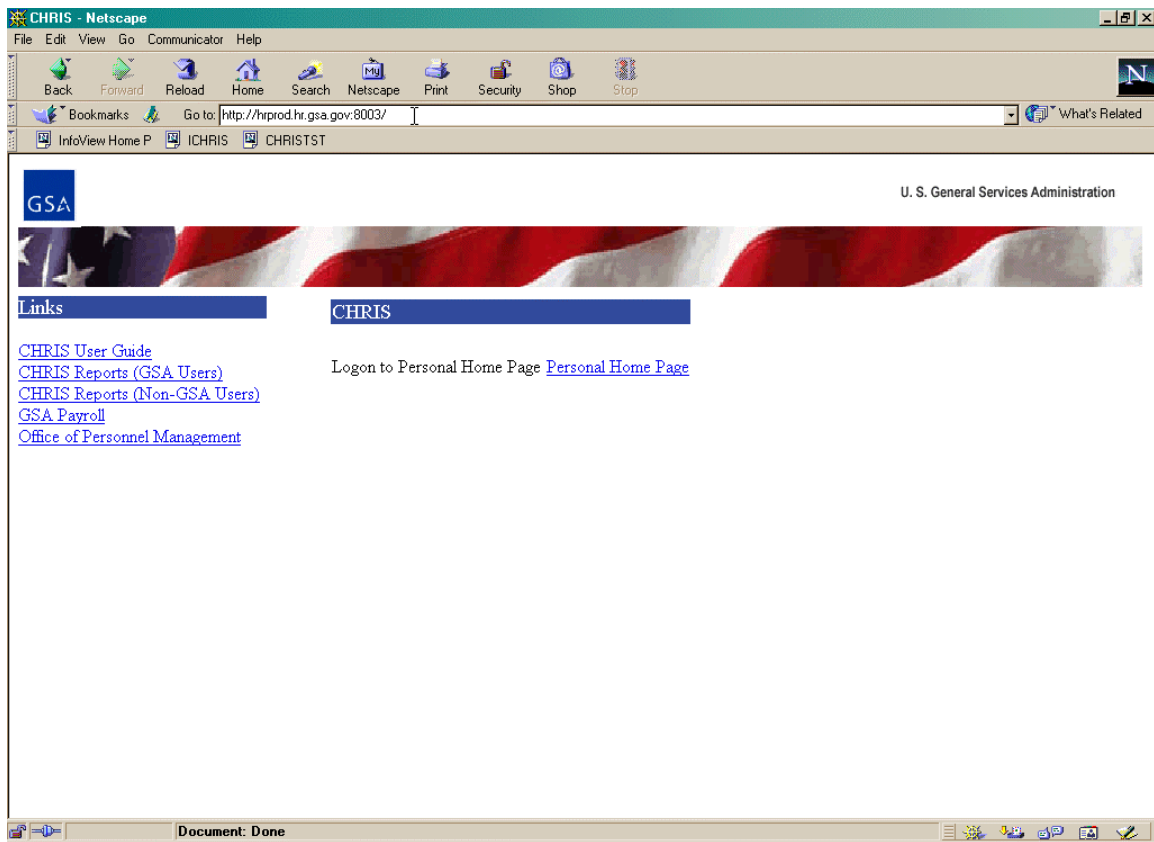
Take particular notice of the new CHRIS User Guide link. This is where all draft and/or final chapters of the User Guide can be found.

File   Edit   View   Go   Communicator   Help

Back   Forward   Reload   Home   Search   Netscape   Print   Security   Shop   Stop

Bookmarks   Go to: http://hrprod.hr.gsa.gov:8003/chrisug.html   What's Related

InfoView Home P   ICHRIS   CHRISTST

GSA   U. S. General Services Administration

CHRIS User Guide

Document: Done

As User Guide chapters are completed, they will be accessible from this screen in an Adobe Acrobat format by clicking the chapter link. Any chapter can be printed from your desktop to a printer of your choosing.

2. Clicking on Personal Home Page now opens a new security window. This window will appear every time a user logs onto CHRIS.

   By clicking the Accept button, the user acknowledges that he or she has read and understands the information contained on this page.

CHRIS - FOR OFFICIAL USE ONLY - Netscape

FOR OFFICIAL USE ONLY
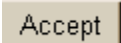
WARNING: This is a Government computer system. Your use of it, authorized or unauthorized, constitutes consent to official monitoring. Unauthorized usage of a Government computer system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be provided to appropriate personnel for administrative, criminal or other action (18 U.S.C. 1030).

PRIVACY ACT WARNING

Information contained in this system is subject to the Privacy Act of 1974 (5 U.S.C. 552A, as amended). Only authorized persons conducting official business may use personal information contained in this system. Any individual responsible for unauthorized disclosure or misuse of personal information may be subject to fines up to $5,000.

RULES OF BEHAVIOR

I acknowledge that I have read and understand the rules of behavior for access to CHRIS and that I will abide by these rules and the specific security rules of my agency.

[Review CHRIS Rules of Behavior] [Accept]

The "CHRIS Rules of Behavior" page should be read, and understood, by **all** CHRIS users. Click on the [Review CHRIS Rules of Behavior] button and, after reading, click on the [Close] button. You will return to the prior window where you can click the [Accept] button and enter the CHRIS application.

CHRIS RULES OF BEHAVIOR

1. I will adhere to the standards set forth in the Privacy Act of 1974 when dealing with data.

2. I will not share passwords with any other person, including other employees, management, or technical staff.

3. I am responsible for all access made with my password.

4. I will properly safeguard any data downloaded or printed. I will not share personal information with any other person except in the performance of official duties.

5. I will not access any personal data on any person except in the specific performance of my duties.

6. I will not knowingly enter any false or inappropriate data into CHRIS.

[Close]

3. After you successfully log into CHRIS, you will notice the new phrase, "Personal Data -- Privacy Act of 1974" displayed at the top of each window.

Oracle Applications - CHRIS Personal Data --- Privacy Act of 1974

4. Oracle has provided a new "Customizable" Workflow Inbox. To learn more about this new feature, from the logon screen click on CHRIS User Guide and the User Guide Table of Contents will appear.
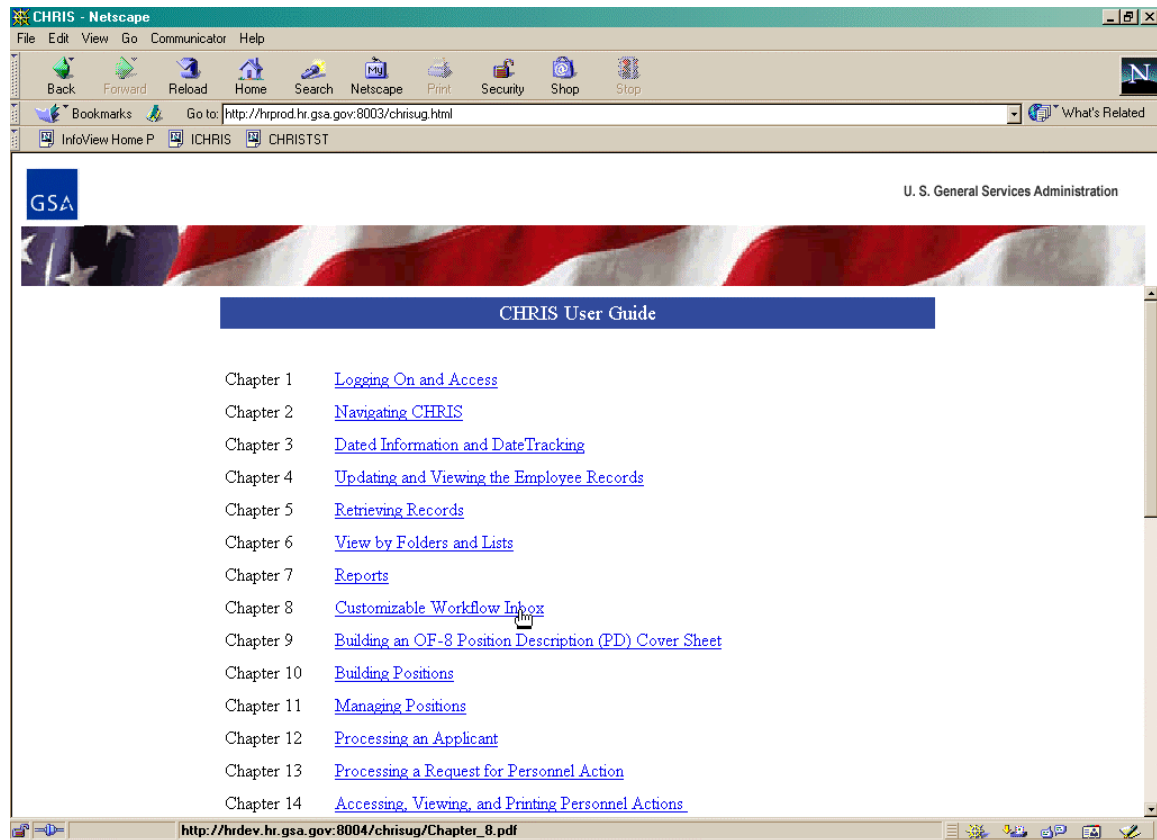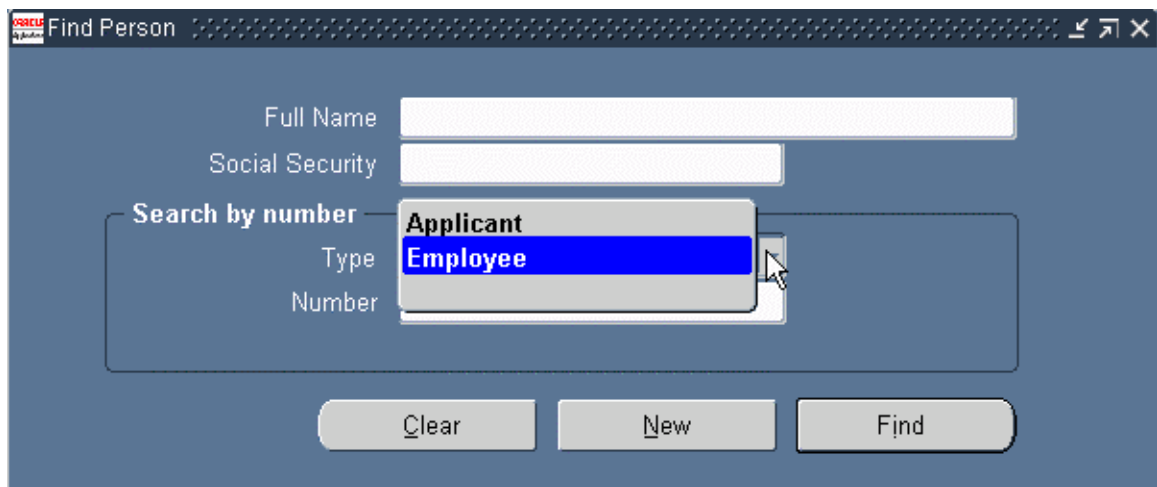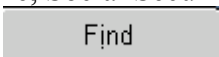
Click on Customizable Workflow Inbox and it will open in Adobe Acrobat. When finished reviewing and/or printing the chapter, close Adobe Acrobat, go back to the User Guide Table of Contents screen and click the Back (NETSCAPE) button or ← Back (EXPLORER) button to return to the Logon screen.
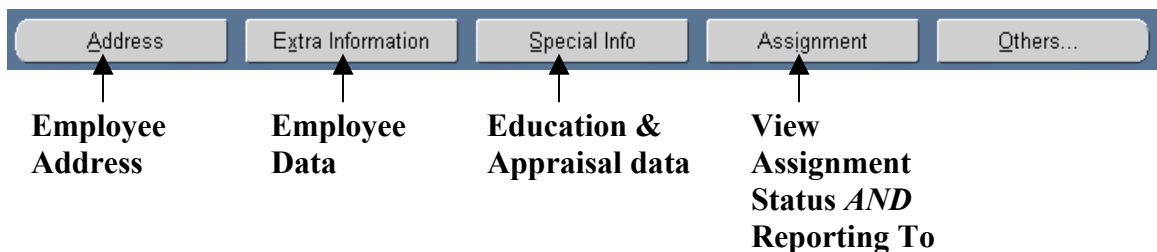
5. The Navigator screen now includes new items:
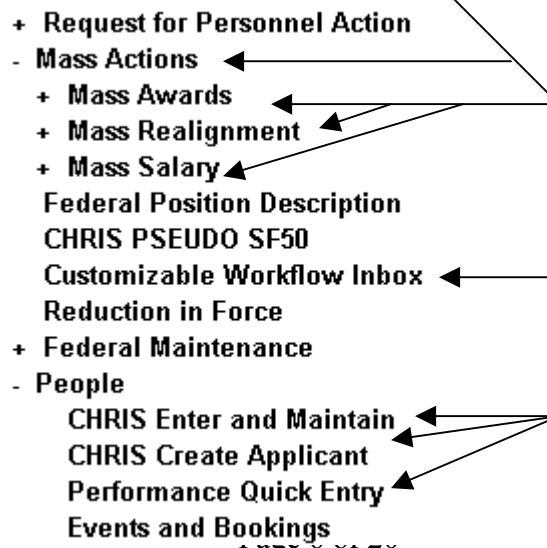
6. The "CHRIS Enter and Maintain" link, accessible from the Navigator by double clicking on "People", replaces the old "Enter and Maintain" link *(used to Find and/or Update an Employee record)*. When you double click on "CHRIS Enter and Maintain", the "Find Person" window opens.
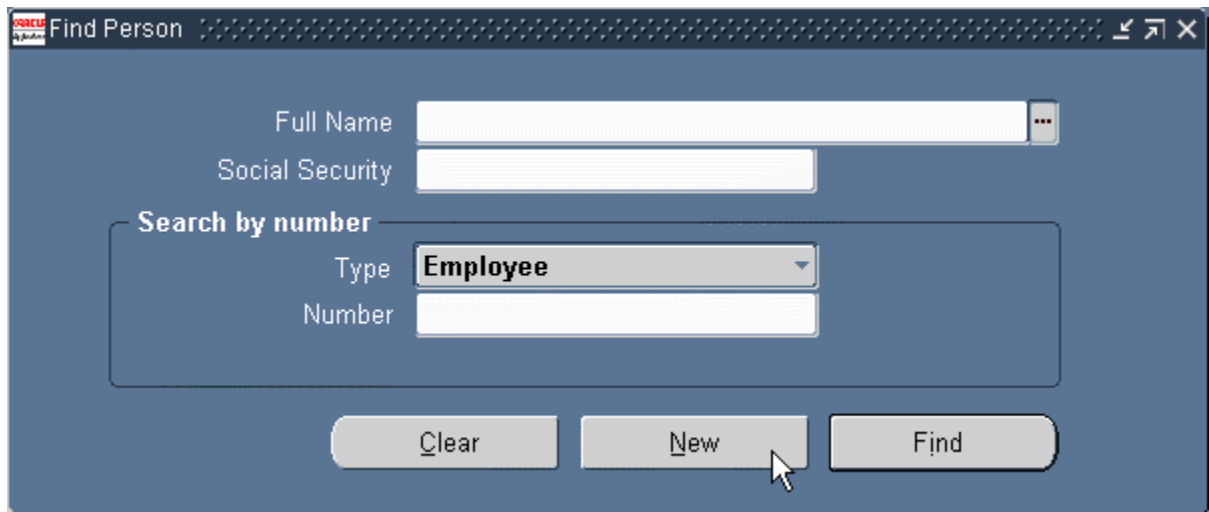
Complete one of the following fields: Full Name, Social Security Number, or Applicant or Employee Number, and click the [Find] button. The "People" window will then open with the Applicant/Employee data populated.

7. At the users' request, the buttons on the bottom of the People window have been changed to eliminate unnecessary navigation. A user can now quickly access areas within the application that **may** require an update or change.

Employee Address | **Employee Data** | **Education & Appraisal data** | **View Assignment Status *AND* Reporting To**

8. New functionality designed specifically for the Applicant process is now available from the Navigator. The "CHRIS Create Applicant" link and the "CHRIS Create and Maintain Applicant" window were designed to eliminate unnecessary buttons, tabs, and Information Types, so that the user can quickly complete and navigate through the "Create" and "Accept" applicant process.

From the Navigator, double click on "People", and then double click on "CHRIS Create Applicant" *(used to "Create" and "Accept" an Applicant)* and the "Find Person" window opens.

The "CHRIS Create Applicant" link and the "CHRIS Create and Maintain Applicant" window only work for "Applicants". You cannot query an "Employee" or "Ex-Employee" from this window.

Click the [New] button to create an Applicant. The new "CHRIS Create and Maintain Applicant" window (similar to the "People" window) opens.

*The **New** portion of the "CHRIS Create and Maintain Applicant" window.*

Create an Applicant using established procedures. However, use the "Action" field as shown below:
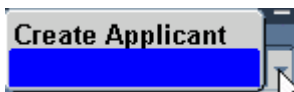
 Drop Down for "Action" LOV.

Select "Create Applicant" from the "Action" LOV. The "Action" field fills in with "Create Applicant", the "Person Type for Action" field fills in with "Applicant" and the "Identification" area fills in with "Applicant".

At the users' request, the buttons on the bottom of the "CHRIS Create and Maintain Applicant" window have been changed to eliminate unnecessary navigation. A user can now quickly access areas, within the application, which are specific to the applicant process.

Address	Application	Extra Information	Special Info
Employee Address	**Change Status to Accepted**	**Person Data**	**Education & Appraisal data**
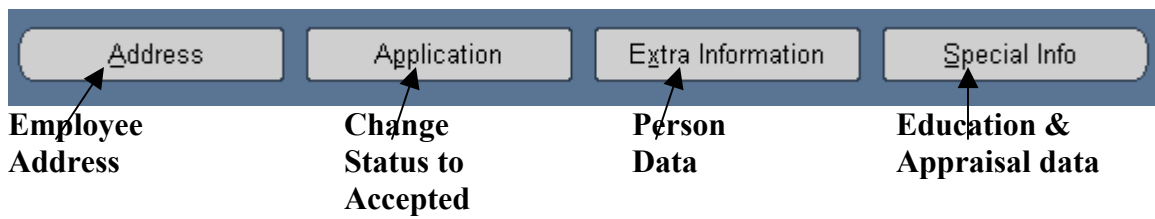
The **Extra Information** button now contains only the following Information Types, which are appropriate for an Applicant:
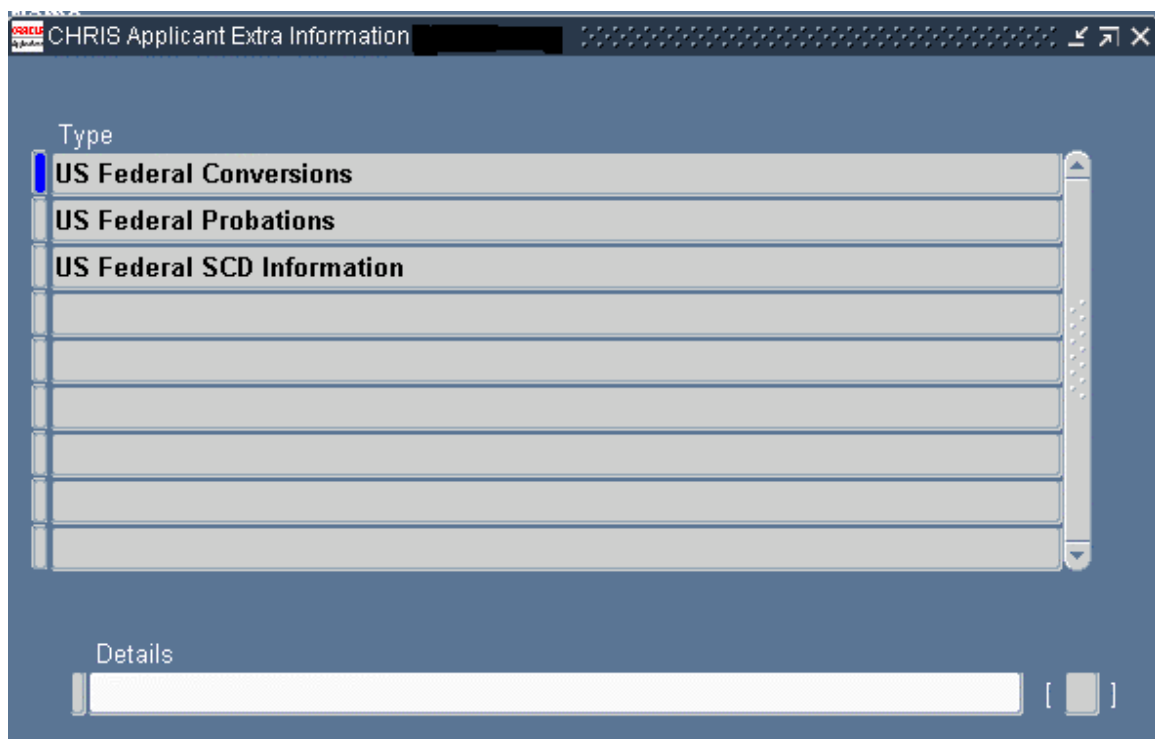
All other Extra Information data is entered during the RPA process, using the appropriate RPA Extra Information Types.

The **Special Info** button now contains only the following Special Information Types, which are appropriate for an Applicant.

9. New person types appear in the "Person Types" portion of the "People" or "CHRIS Create and Maintain Applicant" window.

Person Types are:
- Employee – individuals who were data converted into CHRIS and are current Employees
- Applicant – individuals who are entered as an Applicant in CHRIS
- Employee.Ex-applicant – individuals who were entered as an Applicant, Accepted, and then had an Accession action processed in CHRIS
- Ex-employee -- individuals who have been separated from CHRIS

10. The only tabs remaining on the "People" and "CHRIS Create and Maintain Applicant" windows are "Personal" and "Office Details". Complete the "Birth Date" field on the "Personal" tab and the "Email" field on the "Office Details" tab.
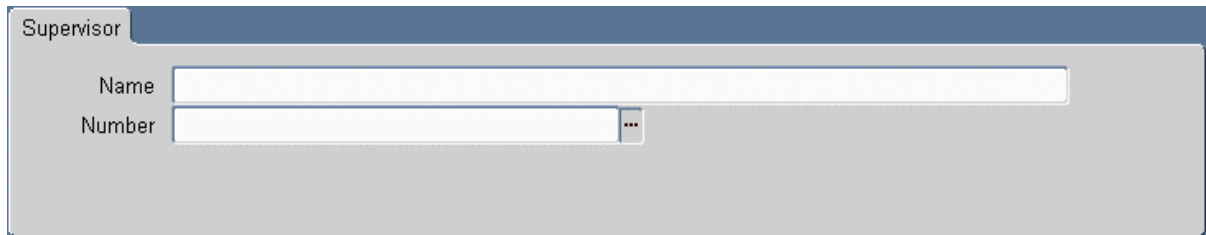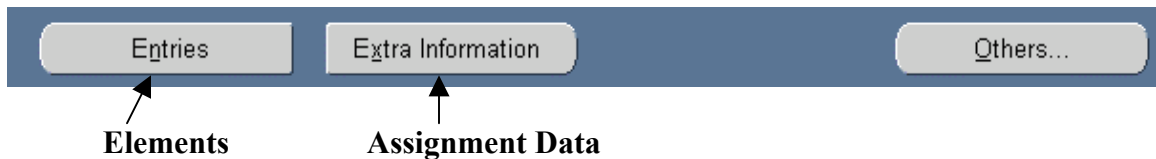
11. The only tab remaining on the "Assignment" window is "Supervisor".
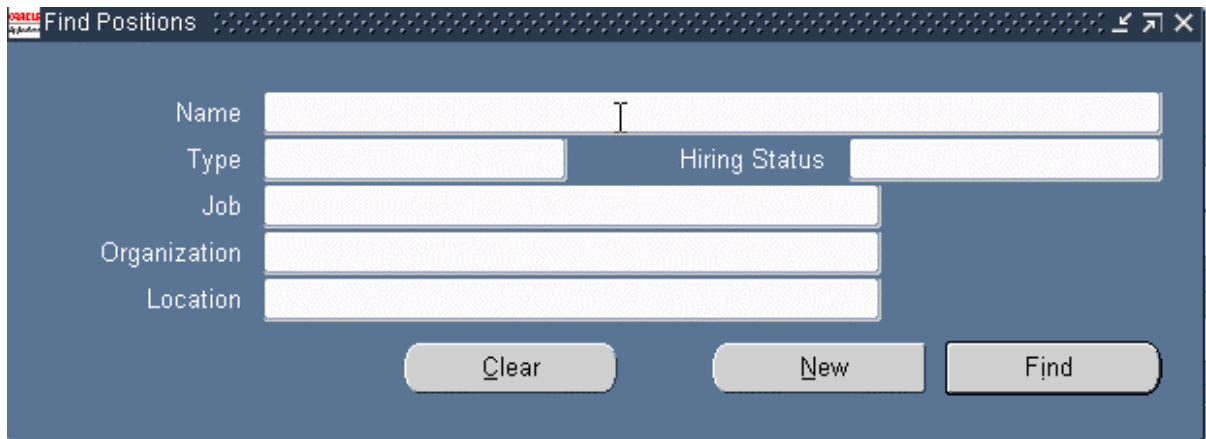
12. At the users' request, the buttons on the "Assignment" window have been changed to eliminate unnecessary navigation.

13. The "Find Positions" window performs differently when querying an existing Position. From the Navigator double click on "Work Structures", and then double click on "Position", and then double click on "Build and Maintain". The "Find Positions" window opens.
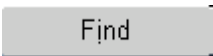
Click in the "Name" field and the "CHRIS Position Flexfield" window opens.

Fill in the appropriate search parameters and click the [OK] button. The "Find Positions" window populates with the position you selected.

Click the [Find] button and the "Position" window opens with the position data.

14. At the users' request, the buttons on the bottom of the "Position" window have been changed to eliminate unnecessary navigation. A user can now quickly access areas, within the application, which are specific to the position build and/or review process.

| Validate | Reporting To | Occupancy | Extra Information | Others... (B) |

Validate Position   **Supervisor of Employee**   **Occupant of Position**   **Position Data**
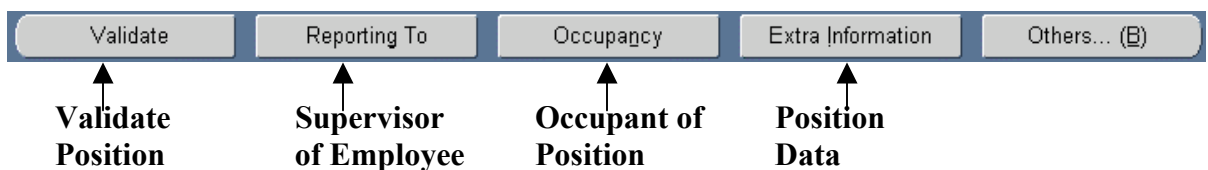
15. At the users' request, unused Information Types have been removed from the RPA Extra Information area to improve navigation and eliminate user input error.
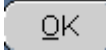
- US Fed Benefit Danger Pay
- US Fed Benefit EDP Pay
- US Fed Benefit Foreign Lang Prof Pay
- US Fed Benefit Hazard Pay
- US Fed Benefit Imminent Danger Pay
- US Fed Benefit Living Quarters Allowance
- US Fed Benefit Post Differential Amount
- US Fed Benefit Post Differential Percent
- US Fed Benefit Premium Pay
- US Fed Benefit Supplemental Post Allowance
- US Fed Benefit Temporary Lodging Allowance

16. "US Fed Benefit Premium Pay" is not appropriate for entering NF Cola information. Use the RPA Extra Information Type "US Fed Benefit Entitlement" to enter NF Cola information.

17. A new RPA Extra Information Type (US Fed Termination of Retained Grade) will appear on NOAC's 702 (Promotion) and 740 (Position Change).

To "Terminate" Grade Retention, click in the "Terminate" field and change the value from "No" to "Yes", then click the OK button and the "Save" Icon. When the action is Approved, the Retained Grade will be terminated.

18. Oracle has changed the period (".") delimiter (e.g., 262.S00H0219.T1.11.H40.001), within a field, from ▪ to \. (e.g., from 262▪S00H0219▪T1▪11▪H40▪001 to 262\.S00H0219\.T1\.11\.H40\.001).

19. Actions in the CHRIS Cancellation/Correction Folder have been correctly reordered by Oracle:

    a. Actions appear in descending order by Effective Date (newest to oldest)

    b. Then in descending process order [largest number to smallest number (based upon OPM's NOA processing order guidelines)] when multiple actions with the same Effective Date appear.

Effective Date	Process Order	Status	NOA Code	NOA Description	Family
03-NOV-2002	1371	Processed	840	Individual Cash Award	Award/One-Time
22-SEP-2002	1110	Processed	781	Change in Work Schedule	Change - Change
22-SEP-2002	560	Processed	895	Locality Payment	Locality Payment
06-SEP-2002	1371	Processed	840	Individual Cash Award	Award/One-Time
05-MAY-2002	1110	Processed	781	Change in Work Schedule	Change - Change

Approved Requests for Personnel Action — Full Name / Social Security — Hide Corrections — CHRIS Cancellation/Correction Folder — Re-route / Cancellation / Correction
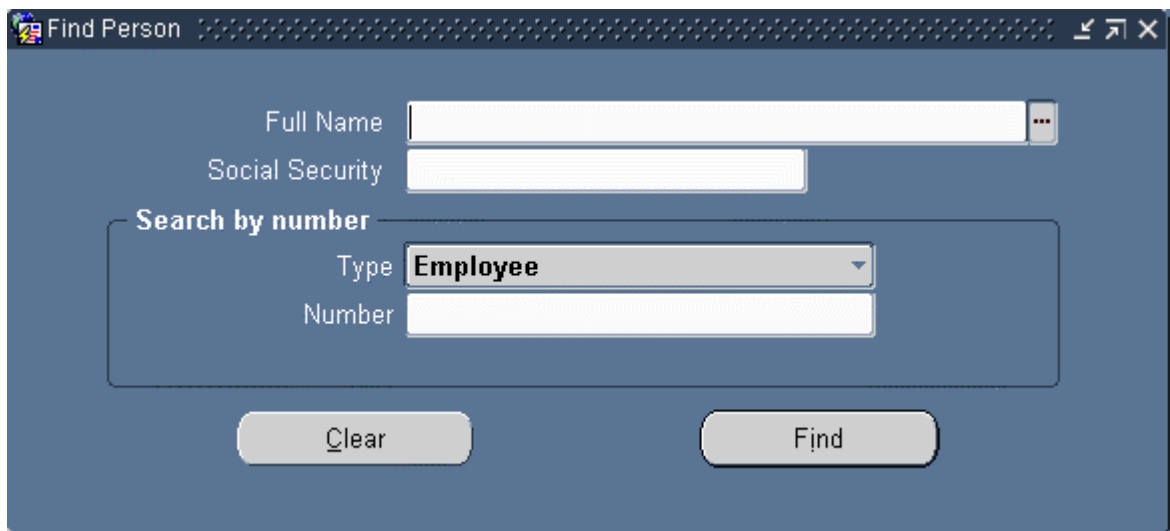
20. Oracle has improved its 002 (Correction) functionality to allow for entering/insertion of retroactive actions and the correction/cancellation of intervening actions. This functionality allows for a retroactive action to be inserted without the cancellation of all subsequent actions. A NOA 002 (Correction) can then be processed on all subsequent actions to bring the record "up-to-date" in both CHRIS and PAR. Actions not impacted by the retroactive action (e.g., Awards) need not be corrected.

NOTE: This functionality was created to allow for processing retroactive Wage Grade Pay Adjustments without the cancellation of intervening actions.

21. A Mass Awards process is now available in CHRIS.   The Mass Awards process allows for entering multiple awards, all with the same NOAC and Effective Date, but each individual "*can*" have a different amount and award type.
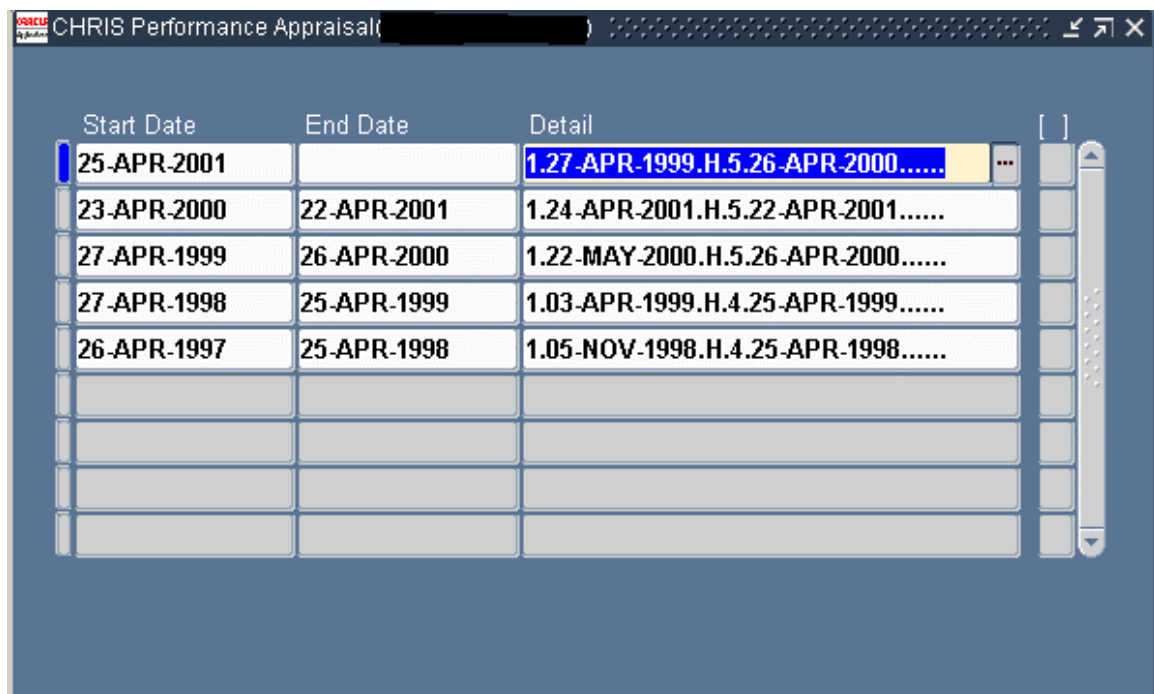
However, because of GSA's unique Award Distribution Code field, a default value for Award Distribution Code of "1" (include in Regular check) has been hard coded (behind the scenes) so that the transactions will process. If the Mass Award is for any code other than "1", then it will have to be entered individually.

22. At the users' request, a new Performance Appraisal entry screen has been developed which allows for the entry of an individual Performance Appraisal, without navigating through multiple screens. From the Navigator, double click on "People" and then "Performance Quick Entry". The "Find Person" window opens:

Complete one of the following fields: Full Name, Social Security Number, or Applicant or Employee Number, and click the [Find] button. The Performance Appraisal entry window opens.

Enter the new Appraisal as usual and "Save".

23. The 001 Cancellation RPA now defaults block 5-C with an Authority Code of "ATM". Block 5-E is still user enterable.

24. When an RPA is initiated and a new Position is linked, blocks: 32 Work Schedule, 33 Part Time Hours Per Biweekly Pay Period, 38 Duty Station Code and 39 Duty Station (City-County-State / Overseas Location) are now updated from the "New" (To Side) Position.

25. Oracle has added the FERS Coverage Code field to the RPA Extra Information Type "US Fed Appointment Information". With this addition to the Core product, we've removed the FERS Coverage Code field from our custom RPA Extra Information Type "CHRIS Appointment Information".

26. Slow performance when querying an individual Notification of Personnel Action (NPA) using Oracle's "Notification of Personnel Action" or "Notification of Personnel Action Report by SSN" request has been resolved with the creation of a new "custom" concurrent program called "CHRIS Notification of Personnel Action".

   From the Navigator double click on "Processes and Reports", and then double click on "Submit Processes and Reports".
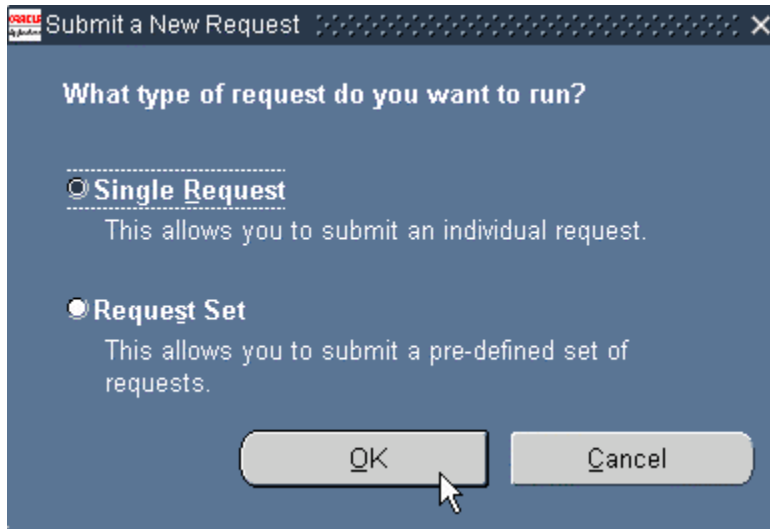
   The "Submit a New Request" window opens. Click the [OK] button and the "Submit Request" window opens.
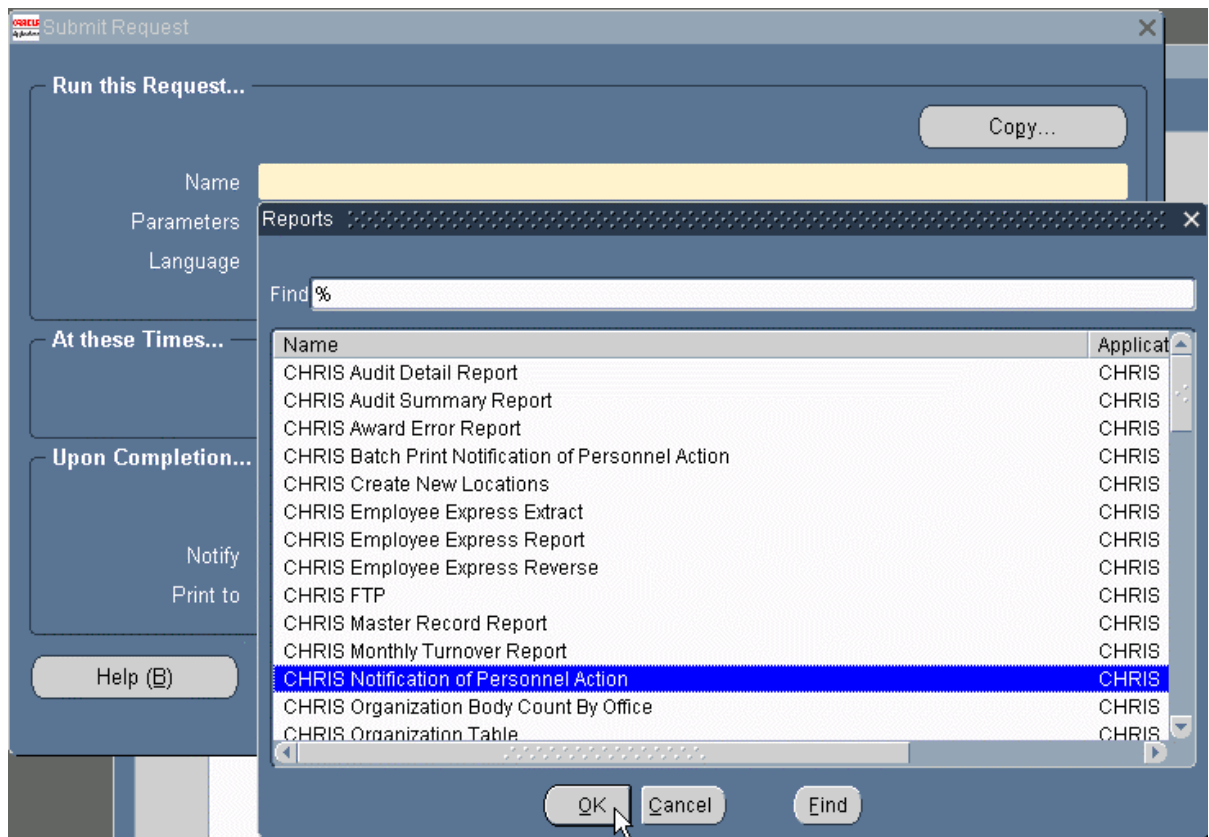
Click in the "Name" field, click on the LOV, select "CHRIS Notification of Personnel Action", click the OK button and the "Parameters" window opens.
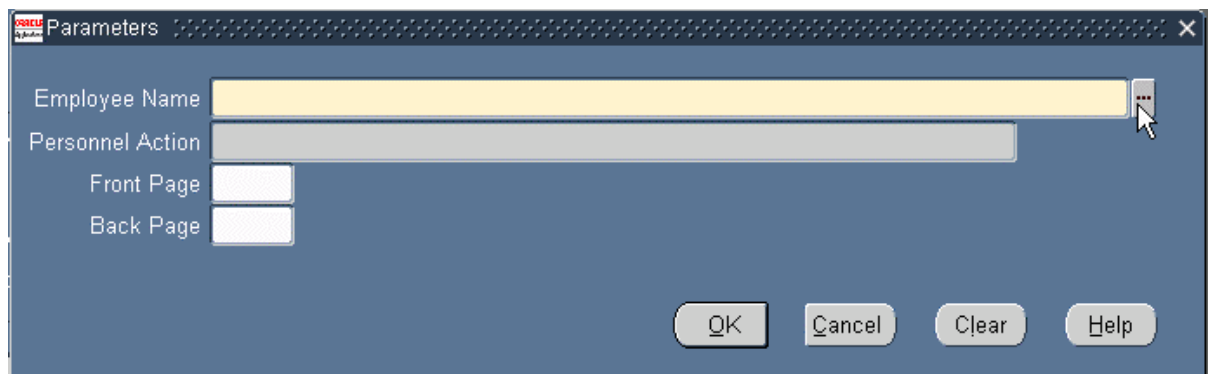
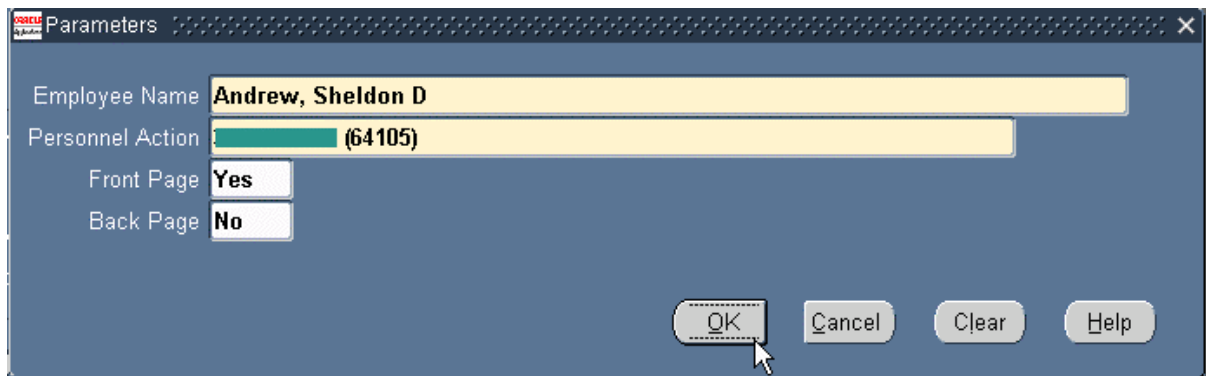Enter the "Employee Name". If multiple individuals have the same name, select the appropriate one.

Click in the "Personnel Action" field and then select the personnel action you want to print from the list (as shown below).

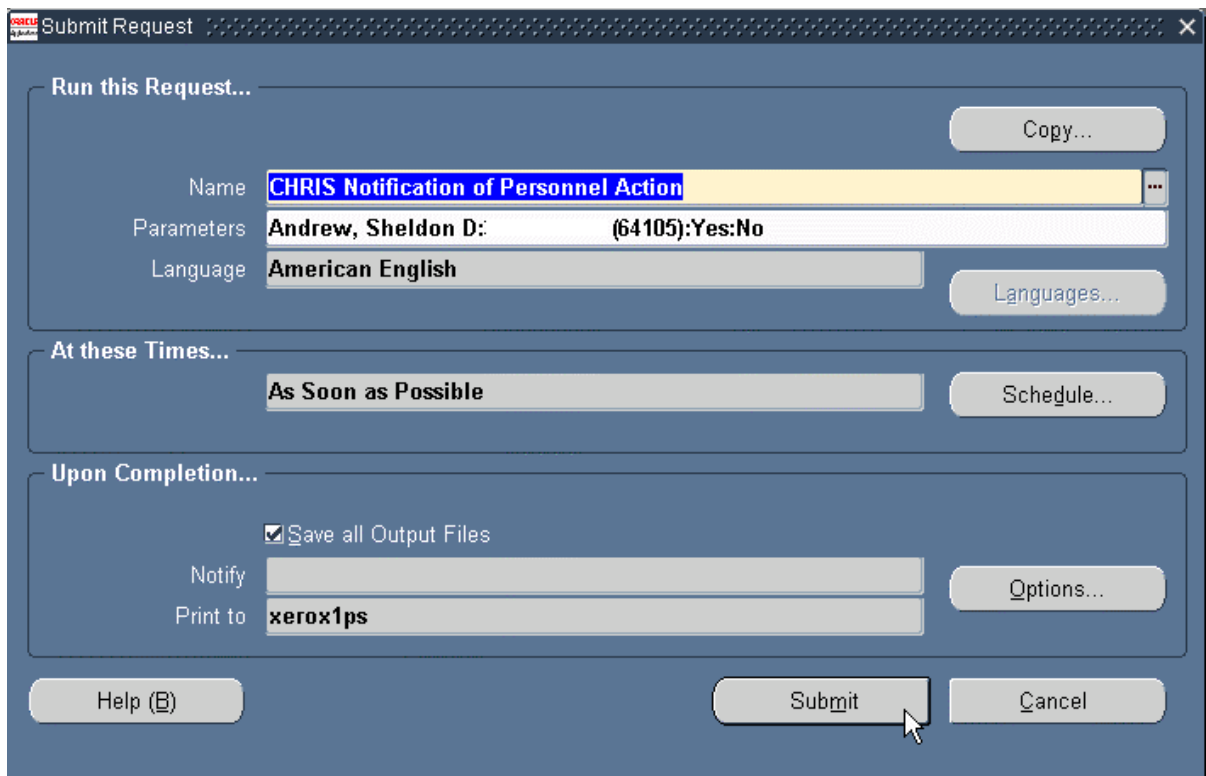The "Parameters" window now has the "Employee Name, Personnel Action, Front Page, and Back Page" parameters completed.

Click the [OK] button and you return to the "Submit Request" window.

Complete the "Print to" field by clicking on the [Options...] button and selecting your printer. Click the [Submit] button to run the request.

27. The Occupational Series (Series and Series description) is now displayed as part of "Job" on the Position and the Assignment windows (e.g., 0501.Accounting, 0303.Miscelleneous Clerk & Assistant).

28. Duty Station Code (423414091) Gulph Mills, Montgomery, Pennsylvania, is now available.

29. Custom changes to the Oracle product have been implemented to improve query performance on the Cancellation and Correction screen.